

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: February 16, 2011
BE-02

CLASSIFICATION TITLE
CUSTODIAN/FIREMAN
(Canton Board of Education)

STARTING HOURLY RATE
\$15.89

FILING OF APPLICATION

Application must be made on the special closed or regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH or open application may be printed from www.cantonohio.gov by clicking on “City Services” and then “Civil Service”. **A copy of valid driver’s license and valid State of Ohio Low Pressure Boiler’s License is required with completed application.** Application and all required documentation must be returned to the Civil Service Office by Friday, March 11, 2011 at 4:30 p.m.

EXAMINATION – WEDNESDAY, MARCH 16, 2011

CHECK-IN: 5:00 p.m.
EXAM: Immediately following check-in
LOCATION: McKinley Senior High School Cafeteria, 2323 – 17th St. NW, Canton, OH
SCOPE: Written questions to include: General Mechanical Information, Heating Systems, Boilers, Custodial Duties, Safety, Arithmetic and other related areas. A score of 70% will be the minimum passing point.

This is a combined promotional and open examination. To be eligible for the promotional examination, applicants must be working for the Canton Board of Education in the classified **CUSTODIAL MAINTENANCE** classification series and have completed their probationary period by March 11, 2011. Applicants for the open examination must show that they are a reliable worker and must be a high school graduate or possess a G.E.D. All applicants must have a valid State of Ohio Low Pressure Boiler Operator’s License. **THIS LICENSE MUST BE PRESENTED AT THE TIME OF APPLICATION.**

Since this position of employment is in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants **MUST NOT** have been convicted of a felony in this, or any other state nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23 C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

RESIDENCY BONUS

Candidates who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veteran’s Preference and School District Residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the appropriate list (promotional or open) of eligibles. Once the list has been established, your name will remain on the list of eligibles for a period of two (2) years.

ADMITTANCE TO EXAMINATION – IDENTIFCATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

Under general supervision is responsible for the custodial services in school buildings, and also services as a Steam Boiler Fireman on an assigned shift. Performs other duties as required and is responsible to see that the building is satisfactorily heated, ventilated and cleaned.